

VMR-VRO GUIDELINE -  
CHANGES TO GOVERNMENT ENTITIES  
(POLITICAL SUBDIVISIONS)

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Checklist Reference - None

What are government entities/political subdivisions?

- Normally government and political subdivisions are entities that identify themselves as a government entity. Examples are:
  - Cities (North Dakota and out of state)
  - Counties (North Dakota and out of state)
  - Townships (North Dakota and out of state)
  - State offices (state agencies-North Dakota and out of state)
  - Institutions of Higher Education (both ND and out of state)
  - US Government offices (i.e. US Post Office, Dept of Agriculture, Internal Revenue Service, etc.)
  - Public schools, libraries, park districts

Changes to North Dakota Government entities (political subdivisions)

Any needed changes to these types of vendors need to be forwarded to the Vendor Registry Office (VRO). The political subdivisions (schools, cities, counties, etc.) have been very specific in how they would like to be paid and their records have been set up accordingly. Prior to any changes VRO would like to contact the government entity to verify the change. The changes would include:

- ACH
- Addresses
- Name

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*